



**REQUEST FOR INFORMATION (RFI)**  
**Solicitation No. RFI-PCSB-02**

DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL  
BOARD (DC PCSB)



## **A. INTRODUCTION**

- A.1 The District of Columbia Public Charter School Board (“DC PCSB”) is seeking information from industry sources capable of reviewing public charter schools’ financial audits to assess financial stability and compile information relevant to DC PCSB’s oversight responsibilities. Consequently, all sources are invited to submit information, comments, feedback and recommendations for this service request.
- A.2 PCSB was authorized pursuant to the District of Columbia School Reform Act of 1995, D.C. Code §§ 38-101 *et seq.*, to grant charters to establish public charter schools in the District of Columbia. DC PCSB is responsible for receiving and reviewing applications to develop public charter schools; awarding or denying requests for charters; monitoring the operations of public charter schools and the progress of their students; monitoring schools’ compliance with applicable laws; not renewing the charters of schools that fail to meet their goals, or revoking charters of schools that contravene applicable laws, fail to meet their goals, or engage in fiscal mismanagement.
- A.3 Public charter schools operate independently of the District of Columbia Public School system. In exchange for significant operating autonomy, public charter schools are accountable for the performance of their students as measured by the specific educational goals that they set.

## **B. BACKGROUND**

- B.1 DC PCSB monitors the financial stability of all public charter local education agencies (LEAs). Every year, DC PCSB collects the audited financial statements of each LEA. DC PCSB uses the information presented in these statements to evaluate financial stability and identify high-priority schools for additional financial monitoring. DC PCSB coordinates with external consultants to review the audited financial statements and determine what, if any, strategies should be employed to improve each school’s financial position.

## **C. DEFINITIONS**

- C.1 These terms when used in the RFI have the following meanings:

LEA: Local Education Agency

## **D. SCOPE**

- D.1 This Request for Information (RFI) is issued on behalf of DC PCSB for the purpose of soliciting a consultant to review the financial audits of the LEAs under DC PCSB's oversight authority.
- D.2 The main outcome expected from this outreach initiative is to identify vendors with the capacity and expertise to review approximately 60 single audits and approximately 38 A-133 audits over the course of approximately five weeks, assessing the financial stability of the LEAs and rapidly flagging potential areas of concerns. Specifically, DC PCSB seeks financial services firms, particularly auditors and accountants, to:
1. Analyze the audited financial statements of each LEA. The reviewers should note significant developments including, but not limited to, the following<sup>1</sup>:
    - a. Major outstanding debts or changes in capital structure (i.e. new debt, increases in fixed assets, etc.);
    - b. Audit findings;
    - c. Violation of debt covenants in loan agreements; or
    - d. Payments to management organizations and related parties.
  2. Review the presentation of data and disclosures in accordance with DC PCSB audit guidelines (Exhibit A). The reviewers should highlight areas where LEAs did not follow the guidelines.
  3. Assess audit findings and corresponding corrective action plans to ensure the described actions will address the auditors' concerns.
  4. Integrate all notes, findings and any other documentation into a predesigned template.

## **E. RFI INSTRUCTIONS**

- E.1 This RFI is released pursuant to the laws, rules and the regulations under which the DC PCSB operates (<http://ocp.dc.gov/page/laws-regulations-ocp>). This RFI is issued solely for information, planning purposes, and market research; it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP. This RFI does not commit DC PCSB to contract for any supply or service. DC PCSB will not pay for any cost associated with responding to this RFI. All costs will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP. The information provided in this RFI is subject to change and is not binding on DC PCSB. All submissions become the property of DC PCSB, and will not be returned.

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<sup>1</sup> A full list of the information to be compiled for audits will be supplied upon DC PCSB's selection of a consultant.



- E.2 This RFI is an opportunity for vendors to suggest or identify additional capabilities that may be of interest to the District. DC PCSB will accept appendices, marketing brochures, etc., as long as they are in separate files, named in the initial submission, and in the Portable Document Format (PDF) file format with searchable text (no text as images).

## **F. REQUESTED INFORMATION**

- F.1 DC PCSB is looking for financial services firm with experience in the non-profit sector to review audited financial statements of LEAs.
- F.2 The Vendor shall be able to demonstrate that its staff possess the necessary skills and experiences to complete the reviews of 62 local education agencies by January 13, 2016.
- F.3 Responses shall include the following information:
1. Introduction of the company, company structure, business size etc.
  2. Resumes for all team members who will be part of the engagement.
  3. Past performance, experience with engaging charter schools, non-profits, local government entities, and/or public charter school authorizer's/oversight bodies.
  4. Estimated project plan from date of award to final delivery of audit evaluations.
- F.4 The Vendor shall provide the price structure.
- F.5 The Vendor shall provide a price estimate as per the price schedule below:

ITEM	DESCRIPTION	ESTIMATE HOURS	ESTIMATED PRICE PER HOUR
1.	Review of 60 single audits and approximately 38 A-133 audits		
2.	Draft and submit notes to DC PCSB internal database.		

## **G. RESPONSES TO RFI**

- G.1 Responses to this RFI must be submitted via e-mail to [Operations@dcpcsb.org](mailto:Operations@dcpcsb.org). Paper, telegraphic, and facsimile proposals will not be accepted.
- G.2 All attachments shall be submitted as a .pdf file. The District will not be responsible



for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered.

- G.3 Please note that each attachment is limited to a maximum size of 9MB. Oversized packages cannot be received.
- G.4 This RFI does not commit PCSB to any subsequent action. The discretion, and any use of information provided by responses to the RFI, rests solely with PCSB. Should any action result, it will be by PCSB and in full compliance with applicable law and policy.
- G.5 Response to this RFI must be provided no later than November 18, 2015 at 5:00 pm via email to Yariany Perez-Nieto (Operations Assistant) at [Operations@dcpsb.org](mailto:Operations@dcpsb.org).

## **H. CONTRACTING OFFICER**

**The Contracting Officer for this RFI is:**

Scott Pearson  
Executive Director  
District of Columbia Public Charter  
School Board  
3333 14th Street, N.W. Suite 210  
Washington, DC 20010  
[spearson@dcpsb.org](mailto:spearson@dcpsb.org)

## **I. CONTRACT ADMINISTRATOR**

**The Contract Administrator for this RFI is:**

Whitney Jones  
School Finance Specialist  
District of Columbia Public Charter School Board  
3333 14th Street, N.W. Suite 210  
Washington, DC 20010  
[wjones@dcpsb.org](mailto:wjones@dcpsb.org)



## **CONFIDENTIALITY**

Any document submitted in response to this RFI that contains confidential information must be marked as containing confidential information. Each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader wherever it appears. All other information will not be treated as confidential. All information marked confidential in RFI responses is only for the PCSB's use in planning for future acquisitions.